



Vacancy Announcement United States District Court Western District of Missouri

Job Announce#: JA-0413

Position: Judicial Assistant to District Judge
Location: Kansas City, Missouri
Starting Salary: JSP 9-11 (between \$47,448 - \$57,408)
Full Salary Range: JSP 9-11 (\$47,448-\$74,628)
(Grade is based on education and prior experience)

Opening Date: April 23, 2013
Closing Date: May 10, 2013 at Noon

The United States Court for the Western District of Missouri is currently accepting applications for a Judicial Assistant (JA) to assist U.S. District Judge David Gregory Kays. The JA is an integral part of the judge's staff and must possess outstanding communication and clerical skills to ensure that chambers operations run smoothly and efficiently. The JA must perform a wide range of duties including managing the judge's schedule and correspondence, interfacing daily with the Law Clerks and Court Room Deputy, dealing with members of the bar and the public, maintaining records and assisting with docketing or other case management duties as assigned by the judge.

Qualifications

The successful candidate must have the following:

- High school diploma, or the equivalent (a Bachelor's Degree, Associates Degree or Paralegal Certificate is preferred but not required.) plus two years general experience **and** six years of specialized experience.

General experience is progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing word processing, calendaring and telephone reception duties.

Specialized experience is progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

- Excellent interpersonal skills and the ability to communicate both verbally and in writing, to maintain confidentiality and to interact tactfully with attorneys, colleagues and the public.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- General knowledge and understanding of the policies and procedures of the Court and basic case management practices.
- Knowledge of and skill in the use of applicable automated systems, including Windows Operating Systems and all Microsoft Office 2010 products such as Word, Excel and PowerPoint etc. (Familiarity with CM/ECF and other technology tools utilized in chambers is preferred but not required.)

Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants who submit all of the required documents listed below will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the judge and the Code of Conduct for Judicial Employees.

Employee Benefits

The following benefits are available for this position:

- Health Insurance
- Dental and Vision Insurance
- Federal Employees' Group Life Insurance
- Long-term Care Insurance
- Long-term Disability Insurance
- Flexible Spending Accounts (health and dependent care)
- Thrift Savings Plan
- Federal Employees' Retirement System
- Holidays – 10 paid days per year
- Accrued vacation days:
 - 13 days per year under 3 years of service
 - 20 days per year for 3 to 15 years of service
 - 26 days per year for 15 or more years of service
- Accrued sick leave – 13 days per year

Application Procedure

Qualified applicants **must** submit each of the following to be considered:

- A detailed cover letter
- A detailed resume
- A completed application for Judicial Branch Federal Employment – form AO78
Link to form: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>
- Contact information for three **professional** references

Materials must be submitted no later than Noon CST on Friday, May 10, 2013 to:

Kathy Popejoy
U.S. District Court - Western Missouri
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO, 64106
or via email to: kathy_popejoy@mow.uscourts.gov

The court is not authorized to reimburse expenses for relocation. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of this job announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.